

1. EMPLOYEE'S NAME

2. SUPERVISOR'S NAME

3. DEPARTMENT, DIVISION, UNIT

4. RECORD OF ABSENCES: Sick Leave - *Red* Vacation - *Blue* Off Payroll - *Green* Holiday - *Brown* Personal Holiday - *Purple*

STATE PAY PERIOD CALENDAR FOR 2003

NOTE: Holidays and pay periods after July 1, 1999, are subject to collective bargaining agreements negotiated in Fiscal Year 1999–2000 or thereafter.
Hours for each pay period **INCLUDE** the holidays.

S M T W T F S S M T W T F S S M T W T F S

JANUARY 22 DAYS 176 HRS.

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

FEBRUARY 21 DAYS 168 HRS.

					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 21 DAYS 168 HRS.

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 22 DAYS 176 HRS.

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 22 DAYS 176 HRS.

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 21 DAYS 168 HRS.

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 22 DAYS 176 HRS.

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

AUGUST 22 DAYS 176 HRS.

				31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 22 DAYS 176 HRS.

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 22 DAYS 176 HRS.

		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER 22 DAYS 176 HRS.

					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1					

DECEMBER 22 DAYS 176 HRS.

		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

ANALYSIS OF ABSENCE RECORD FROM

_____ to _____

6. VACATION

A. Number of Days _____ Number of Hours _____

B. Number of Different Times _____

8. ABSENCE WITHOUT PAY

A. Number of Days _____ Number of Hours _____

B. Number of Different Times _____

10. NUMBER OF WORKING DAYS IN THE PERIOD _____

NUMBER OF WORKING HOURS IN THE PERIOD _____

5. PERSONAL HOLIDAY

Number of Hours _____

7. SICK LEAVE

*This Employee**Average Other Employees*

A. Number of Days _____ Number of Hours _____

B. Number of Different Times _____

C. Present Sick Leave Balance: Days _____ Hrs. _____

9. TOTAL ABSENCES

A. Number of Days _____ Number of Hours _____

B. Number of Different Times _____

11. PERCENTAGE OF WORKING DAYS ABSENT _____

PERCENTAGE OF WORKING HOURS ABSENT _____

(OVER FOR 2004 SUMMARY)

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S M T W T F S S M T W T F S S M T W T F S

JANUARY 22 DAYS 176 HRS.

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 21 DAYS 168 HRS.

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	1					

MARCH 22 DAYS 176 HRS.

		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 22 DAYS 176 HRS.

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 21 DAYS 168 HRS.

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 22 DAYS 176 HRS.

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 22 DAYS 176 HRS.

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 22 DAYS 176 HRS.

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 22 DAYS 176 HRS.

				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1					

NOVEMBER 22 DAYS 176 HRS.

		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1			

DECEMBER 22 DAYS 176 HRS.

				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

ANALYSIS OF ABSENCE RECORD FROM

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NUMBER OF WORKING HOURS IN THE PERIOD _____

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Number of Hours _____

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A. Number of Days _____ Number of Hours _____

B. Number of Different Times _____

11. PERCENTAGE OF WORKING DAYS ABSENT _____

PERCENTAGE OF WORKING HOURS ABSENT _____

(OVER FOR 2003 SUMMARY)